

OFFICE HOURS: 8:00 am – 2:00 pm
M – F, EXCEPT HOLIDAYS
PHONE: 587-3112
www.stateid.hawaii.gov

STATE ID CARD

REQUIREMENTS AND PROCEDURES
(PLEASE READ COMPLETELY AND CAREFULLY)

1. COMPLETE APPLICATION ITEMS 1 THROUGH 10.
 2. AN ORIGINAL SOCIAL SECURITY CARD IS REQUIRED OF ALL ELIGIBLE APPLICANTS.
 3. PRESENT ALL DOCUMENTS REQUIRED, AS NOTED IN SECTIONS A THROUGH D BELOW.
 4. ALL DOCUMENTS MUST BE CERTIFIED. ALTERED, DAMAGED, XEROXED OR ILLEGIBLE DOCUMENTS WILL NOT BE ACCEPTED.
 5. APPLICANTS UNDER 14 YEARS OF AGE OR INCAPACITATED – PARENT/GUARDIAN SIGNATURE REQUIRED.
***IF APPLICABLE, PROOF OF GUARDIANSHIP REQUIRED.*
 6. NAMES MUST BE SPELLED THE SAME ON THE DOCUMENTS.
 7. NO ALIAS NAMES WILL BE ALLOWED.
 8. FEE: \$15.00 IN **CASH** OR \$10.00 IN **CASH** FOR THOSE AGES 65 AND OVER.
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SECTION A. UNITED STATES CITIZEN

1. ONE OF THE FOLLOWING:
 - A. BIRTH CERTIFICATE (CERTIFIED) – ISSUED BY HEALTH DEPT. OF THE STATE WHERE YOU WERE BORN.
 - B. CERTIFICATE FOR CHILD BORN ABROAD TO AMERICAN PARENT(S).
 - C. CERTIFICATE OF CITIZENSHIP OR NATURALIZATION (NEW CITIZEN).
 - D. UNITED STATES PASSPORT – VALID, **IF ISSUED IN LEGAL NAME** (COMPLETE SUPPLEMENTAL FORM)
 2. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.
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SECTION B. UNITED STATES NATIONAL

1. A. BIRTH CERTIFICATE WITH CERTIFICATE OF IDENTITY.
 2. B. UNITED STATES PASSPORT - VALID
 3. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.
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SECTION C. NON UNITED STATES CITIZEN

1. ONE OF THE FOLLOWING: (WITH EMPLOYMENT AUTHORIZATION CARD IF AUTHORIZED TO WORK)
 - A. ALIEN RESIDENT CARD – ISSUED BY U.S. IMMIGRATION AND NATURALIZATION OFFICE.
 - B. FOREIGN PASSPORT – UNEXPIRED PASSPORT ISSUED BY YOUR COUNTRY WITH VALID VISA/I-94 CARD; FOREIGN STUDENTS ALSO NEED I-20/FORM DS-2019. LETTER FROM INS WITH INTERVIEW DATE FOR FILING FORM I-485.
 - C. I-94 – REFUGEE.
 2. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.
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SECTION D. ADDITIONAL SUPPLEMENTARY DOCUMENTS

1. MARRIAGE LICENSE/CERTIFICATE – ISSUED BY DEPT. OF HEALTH OF STATE WHERE YOU WERE MARRIED. CHURCH AND JUDGE CERTIFICATES WILL NOT BE ACCEPTED. IF MARRIED IN A FOREIGN COUNTRY-ENGLISH TRANSLATION.
 2. DIVORCE DECREE/RESUMPTION OF FORMER NAME BY COURT.
 3. DECREE OF LEGAL ADOPTION.
 4. DECREE OF LEGAL CHANGE OF NAME.
 5. MARRIAGE ANNULMENT.
 6. SEX CHANGE – CERTIFIED DOCUMENT BY A PARTICIPATING DOCTOR (OR) CERTIFIED AMENDED BIRTH CERTIFICATE.
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WE RESERVE THE RIGHT TO REFUSE TO ISSUE AN ID CARD TO ANY PERSON WHO DOES NOT COMPLY WITH THESE REQUIREMENTS.

WARNING! GIVING FALSE INFORMATION IS PUNISHABLE BY A FINE OF \$500 AND/OR 6 MONTHS IN JAIL SENTENCE OR BOTH.

